



**City of Sutherlin**  
**Planning Commission Meeting**  
**Tuesday, March 21, 2017**  
**7:00 p.m. – Sutherlin Civic Auditorium**

**Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Approval of Minutes**

January 17, 2017 - Regular Meeting

**Quasi-Judicial Public Hearing(s)**

1. **TIMBER TOWN LAND LLC**, request for a Variance to Height Standards to increase the fence height along the boundaries of the subject properties, from 6 ft to 8 ft along the rear and side (south, west and southeast) property lines, and from 4 ft to 6 ft along the front (north) property line on W. Central Ave, in order to provide increased security for the subject properties. The properties are located on the south side of W. Central Avenue between S. Comstock Rd and S. Taylor St in the City of Sutherlin. The subject properties are described as Tax Lots 4800 and 4900 in Section 19AA, T25S, R5W, W.M.; Property I.D. Nos. R50437 and R40395; and are addressed as 1116 and 1128 W. Central Ave. The properties are designated Commercial Community and High Density Residential by the Sutherlin Comprehensive Plan and zoned (C-3) Community Commercial and (R-3) Residential High Density by the Sutherlin Development Code. **PLANNING DEPARTMENT FILE NO. 17-S001.**

**Monthly Activity Report(s)**

**Public Comment**

**Commission Comments**

**Adjournment**

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7PM  
TUESDAY, JANUARY 17, 2017**

**COMMISSION MEMBERS PRESENT:** Mandi Jacobs, Patricia Klassen, William Lee, John Lusby, Richard Price, Sam Robinson, Michelle Sumner

**COMMISSION MEMBERS EXCUSED:** None

**COMMISSION MEMBERS ABSENT:** None

**CITY STAFF:** Brian Elliott, Community Development Director and Kristi Gilbert, Community Development Specialist and Lisa Hawley, City Planner

**AUDIENCE:** Gladys Robinson and John Klassen

Meeting called to order at 7:00 pm by Chair Lusby.

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None

**WELCOME NEW PLANNING COMMISSION MEMBERS**

Chair Lusby welcomed everyone to the Planning Commission. Everyone then introduced themselves.

**ELECTION OF CHAIR AND VICE CHAIR**

A motion made by Commissioner Sumner to retain John Lusby as chair; second made by Commissioner Price.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

A motion made by Chair Lusby to retain Michele Sumner as vice-chair; second made by Commissioner Price.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

**APPROVAL OF MINUTES**

A motion made by Commissioner Sumner to approve the minutes of the December 20, 2016 Planning Commission meeting; second made by Commissioner Klassen.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

## UPDATE ON CITY PROJECTS

**Lisa Hawley, City Planner**, distributed copies of an additional proposed legislative amendment. She noted that after last month's Planning Commission meeting, city staff discovered one additional item which needs to be included in the proposed legislative amendments, which will be going to public hearing before the City Council on March 13, 2017. In addressing the enforcement provisions of the Development Code, staff realized that Section 1.4.120 [Penalty] needs to be updated to remove the words "a misdemeanor" from the text. Ms. Hawley stated that the term "misdemeanor" implies some sort of criminal activity and city staff didn't feel that a violation to the land use code should constitute a criminal action.

A motion made by Commissioner Klassen to strike to "a misdemeanor" in Section 1.4.120 [Penalty] of the Sutherlin Development Code; second made by Commissioner Price.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

## MONTHLY ACTIVITY REPORT

**Brian Elliott, Community Development Director**, provided the Planning Commission an update on 2017 City Projects. He then provided a report, in an effort to keep the Planning Commission apprised of recent land use and other relevant activities. (See Attached).

**PUBLIC COMMENT** - None

**COMMISSION COMMENTS** – Commissioner Price raised a concern with a pothole located between Casa DeLoma and Crown Point on Fourth Ave. Staff will follow up with Public Works on the matter.

**ADJOURNMENT** - With no further business the meeting was adjourned at 7:40 pm.

Respectfully submitted,

\_\_\_\_\_  
Kristi Gilbert

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

\_\_\_\_\_  
John Lusby, Commission Chair



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
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[www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us)

## City of Sutherlin

Date: January 17, 2017  
To: Sutherlin Planning Commission  
From: CDD, Brian Elliott  
Re: Monthly Activity Report

This report is provided in an effort to keep you apprised of recent land use and other relevant activities.

### **TRANSPORTATION**

- N. Comstock bids will be reviewed in April, 2017. County will proceed with awarding the project.
- Preliminary engineering design for Central Avenue Pavement Project. Construction estimated to begin in May, 2017 with a completion of October, 2017.

### **UTILITIES - Water and Wastewater**

- SBR Surcharge contract was awarded to Green Suns Inc. in the amount of \$273,351. Phase 1 completed. Phase 2 will take place in February or March, 2017, weather pending.
- Water Master Plan and Water Management & Conservation Plan Update. Contract awarded to The Dyer Partnership and Engineering. Completion date August 4, 2017.
- 14" Forcemain, located on Central between Miller and Front Streets, contract to be awarded on January 23, 2017. Construction to begin February 22, 2017.

### **PARKS**

- Central Park Rehabilitation – Central Park play equipment has been scheduled to be installed early spring, weather permitting
- Ford's Pond Community Park Master Plan – RFP's are due January 31, 2017.

### **LAND USE ACTIVITY**

#### **Building Worksheets approved –**

- 2016-70 145 Myrtle St, Suite 106
- 2017-01 1625 W Duke
- 2017-02 262 Pine St

#### **Active Land Use Application status**

**SUB 13-02: Fairway Ridge** (Galpin) subdivision: Scardi Blvd. Plan is to begin infrastructure this spring/summer. (***some clearing has occurred; conditions still in process***) Minor Amendment for phasing in process.

**16-S007 – Prehall - Land partition – Tentative Approval**

**16-S008 – Prehall - Land partition – Tentative Approval**

**16-S012 – Legislative Amendments – Public Hearing**

**16-S013 - Fairway Ridge – Minor Amendment – Pending**

**16-S014 – Houde – Subdivision & Variance – Planning Commission Approved, subject to conditions.**





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# City of Sutherlin

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March 14, 2017

## STAFF REPORT

TO: Sutherlin Planning Commission

FROM: Lisa Hawley, Community Services Planner

RE: **TIMBER TOWN LAND LLC**, request for a Variance to Height Standards to increase the fence height along the boundaries of the subject properties, from 6 ft. to 8 ft. along the rear and side (south, west and southeast) property lines, and from 4 ft. to 6 ft. along the front (north) property line on W. Central Ave, in order to provide increased security for the subject properties. The properties are located on the south side of W. Central Avenue between S. Comstock Rd and S. Taylor St in the City of Sutherlin. The subject properties are described as Tax Lots 4800 and 4900 in Section 19AA, T25S, R5W, W.M.; Property I.D. Nos. R50437 and R40395; and are addressed as 1116 and 1128 W. Central Ave. The properties are designated Commercial Community and High Density Residential by the Sutherlin Comprehensive Plan and zoned (C-3) Community Commercial and (R-3) Residential High Density by the Sutherlin Development Code. **PLANNING DEPARTMENT FILE NO. 17-S001.**

## STAFF EXHIBITS

1. Notice of Public Hearing with affidavit of mailing
2. Copy of Legal Notice posted in the News Review
3. Property Owners within 100 Feet
4. Staff Report with Responses Attached and affidavit of mailing
5. Variance application and attachments
6. Vicinity Map
7. Assessor Maps
8. City Zoning Map
9. Aerial Photograph
10. Situs Map

## **INTRODUCTION**

The applicant, Timber Town Land LLC, is requesting a Class C Variance to Height Standards to increase the fence height along the boundaries of the subject properties located on the south side of W. Central Avenue to provide increased on-site security. The properties are located on the south side of W. Central Avenue between S. Comstock Rd and Taylor St in the City of Sutherlin.

The subject properties are described as Tax Lots 4800 and 4900 in Section 19AA, T25S, R5W, W.M.; Property I.D. Nos. R50437 and R40395; and are addressed as 1116 and 1128 W. Central Ave. The existing development on the properties is Chantele's Loving Touch Memory Care (an adult Alzheimer's facility), with an additional memory care facility under construction on the east side of the properties. The properties are designated Commercial Community and High Density Residential by the Sutherlin Comprehensive Plan and zoned (C-3) Community Commercial and (R-3) Residential High Density by the Sutherlin Development Code.

The applicant proposes to increase the maximum fence height along the boundaries of the subject properties, from 6 ft. to 8 ft. along the rear and side (south, west and southeast) property lines, and from 4 ft. to 6 ft. along the front (north) property line on W. Central Ave, in order to provide increased security for the residents on the properties.

During the public hearing on March 21, 2017, the Planning Commission will accept public testimony and make a decision on the application after the public hearing. This application is being processed as a Type III procedure for a Class C Variance, subject to the applicable criteria of Sections 3.3.140 [Fences and Walls], 4.2.140 [Type III actions], and 5.2.130 [Class C Variances] of the Sutherlin Development Code. As part of the hearing, the Planning Commission will review the applicant's request for compliance with the applicable criteria and render a decision on the matter.

## **PROCEDURAL FINDINGS OF FACT**

1. The Variance application was filed with the City on January 30, 2017, and was deemed complete on February 7, 2017.
2. Notice of a Public Hearing on the Variance application before the Planning Commission was given in accordance with Section 4.2.140.C as a Type III procedure. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on February 28, 2017.
  - a. John McDonald, ODOT Development Review Planner, commented that ODOT reviewed the variance and had no comments.
  - b. At the time of the mailing of this staff report, no written comments or remonstrances have been received.
3. Present Situation: The western portion of the subject property is currently developed with an existing memory care residential facility (adult Alzheimer's facility). The applicant has received approval from the City for an additional memory care facility on the eastern half of the property. The applicant is requesting the variance to increase the height of the perimeter fencing on the property.

4. Plan Designation: Community Commercial (CC) & Residential High Density (RH).
5. Zone Designation: Community Commercial (C-3) and (R-3) High Density Residential.
6. Public Water: The subject property has access to public water from the City of Sutherlin.
7. Sanitary Sewer: The subject property has access to sanitary sewer from the City of Sutherlin.
8. Transportation System: The subject 1.60 acre property is located on the south side of W. Central Avenue, an existing arterial roadway under the City's Transportation System Plan, and has recently transferred from ODOT to City jurisdiction.
9. Transportation Connectivity: The subject property abuts W. Central Avenue; surrounding existing development prohibits additional connectivity to nearby adjoining streets.
10. Pedestrian & Bicycle Access: W. Central Avenue is a designated pedestrian path and bicycle way under the Transportation System Plan.
11. Overlay: The subject property is not located within the 100 year flood plain or subject to any other overlays.

**FINDING:** The procedural findings noted above are adequate to support the Planning Commission's decision on the request Variance.

### **APPLICABLE CRITERIA & FINDINGS**

The proposed Variance is considered a Type III procedure for a Class C Variance, subject to the applicable criteria of Sutherlin Development Code, including Sections 3.3.140 [Fences and Walls] and 5.2.130 [Class C Variances].

Based upon the application materials and information submitted by the applicant and other evidence provided, staff presents the following findings to address the applicable criteria:

### **FENCE STANDARDS (SECTION 3.3.140)**

1. Section 3.3.140 of the Sutherlin Development Code establishes standards for all fences and walls, except for fences in industrially designated lands:
  - A. General Requirements. All fences and walls shall comply with the standards of this section. The city may require installation of walls and/or fences as a condition of development approval, in accordance with section 4.5, Conditional Use Permits or section 4.3, Development Review and Site Plan Review. Walls built for required landscape buffers shall comply with section 3.3.120.
  - B. Dimensions.
    1. The maximum allowable height of fences and walls is six (6) feet as measured from the lowest grade at the base of the wall or fence, except that retaining walls and terraced walls may exceed six (6) feet when permitted as part of a site development approval, or as necessary to

construct streets and sidewalks. A building permit is required for walls exceeding six (6) feet in height, in conformance with the uniform building code.

2. The height of fences and walls along or within a front yard setback shall not exceed four (4) feet (except decorative arbors, gates, etc.), as measured from the grade closest to the street right-of-way.
  3. Fences and walls shall comply with the vision clearance standards of section 3.2.110.O.
- C. Prohibited Materials. Barbed wire, razor wire, and similar armor-type fences are prohibited, except when specifically required as a condition of approval through site plan review or conditional use permit approval.
- D. Maintenance. For safety and for compliance with the purpose of this chapter, walls and fences required as a condition of development approval shall be maintained in good condition, or otherwise replaced by the owner.

**FINDING:** The subject properties are zoned C-3 and R-3 by the development code. The applicant is requesting a variance to increase the maximum fence height along the boundaries of the subject properties, from 6 ft. to 8 ft. along the rear and side (south, west and southeast) property lines, and from 4 ft. to 6 ft. along the front (north) property line on W. Central Ave, in order to provide increased security for the residents of the memory care facilities on the property. As proposed, it will be an eight (8) foot solid wooden fence and a six (6) ornamental iron fence, similar to the existing fence along the front property line. No use of prohibited materials is proposed.

#### **VARIANCE CRITERIA (CLASS C VARIANCE)**

2. The requested variance is subject to the applicable criteria of Section 5.2.130 of the Sutherlin Development Code for a Class C Variance. The purpose of Section 5.2 (Variances) is to provide flexibility to development standards, in recognition of the complexity and wide variation of site development opportunities and constraints. The variance procedures are intended to provide flexibility while ensuring that the purpose of each development standard is met.
3. Class C Variances (Section 5.2.130) may be granted if the applicant shows that, owing to special and unusual circumstances related to a specific property, the literal application of the standards of the applicable land use district would create hardship to development which is peculiar to the lot size or shape, topography, wetland and floodplain, or other similar circumstances related to the property over which the applicant has no control, and which is not applicable to other properties in the vicinity (e.g., the same land use district); except that no variances to "permitted uses" shall be granted.
4. Pursuant to Section 5.2.130.1, the applicant has provided the following narrative as part of their request:

*Need to install 8' – 1 x 6 wood fencing on south end of property & west side of property so residents are unable to climb fence; and 6' ornamental iron fence on north side along Central Ave (like existing fence already in place).*

5. Pursuant to Section 5.2.130.2, the City shall approve, approve with conditions, or deny an application for a variance based on finding that all of the following criteria are satisfied:

a. *The proposed variance will not be materially detrimental to the purposes of this code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;*

i. To address this criterion, the applicant states:

*We have had two residents in the past climb our existing 6' wooden fencing. It would be a horrible tragedy if one of our residents got out onto Central Ave and got hit. Our number one priority is our residents and is the reasoning for asking for the increased fence height. The aesthetics from the increased fence height won't affect the neighboring properties.*

**FINDING:** As proposed, the new 8 foot wooden fence along the side and rear property lines will encompass the perimeter of the new memory care facility on the eastern side of the property. An existing 6 foot wooden fence is located along the west and south property lines of the existing memory care facility. Although this existing fence is in good repair, the applicant wishes, through this variance, to have approval to increase the fence height at such time as the fence needs to be replaced. The new 6 foot ornamental fence along the front property line will match the existing iron fence in the front of the existing memory care facility. Increasing the fence height two feet will not be materially detrimental to the purposes of the development code or to other properties in the same zone or vicinity.

b. *A hardship to development exists which is peculiar to the lot size or shape, topography, wetland and floodplain, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);*

i. To address this criterion, the applicant states:

*As mentioned in A), our primary concern is protecting our residents and keeping them safe. Residents have proven they are able to climb a 6' fence. The residents won't be physically able to climb an 8' wooden fence, and this is the best remedy to solve the elopement issue.*

**FINDING:** The two memory care residential facilities on the subject properties have necessitated the need for the required fence height variance. The applicant's need to provide a secure and safe environment for his residents is essential. The additional two feet to the fence height will help the applicant to resolve the issue of residents trying to leave the property. These circumstances create a general hardship related to the property over which the applicant has no control.

- c. *The use proposed will be the same as permitted under this title and city standards will be maintained to the greatest extent possible while permitting reasonable economic use of the land;*

- i. To address this criterion, the applicant states:

*The fencing will always be maintained, and serve as security to Timber Town as well as the surrounding properties. The fencing will also clean up the properties and help beautify Central Ave.*

**FINDING:** The applicant is requesting a variance to increase the fence height in order to provide additional security for the residents on the subject properties. No variance to the permitted uses in the C-3 or R-3 zones is requested. City standards with the proposed fences will be maintained to the greatest extent possible while permitting the applicant to make reasonable economic use of the land.

- d. *Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject code standard;*

- i. To address this criterion, the applicant states:

*This [fence variance] would not affect existing physical and natural systems.*

**FINDING:** The variance to the fence height requirements will not adversely affect traffic along the road, nor adversely impact drainage, natural resources or parks any more than would occur if the proposed fences were installed as specified in the development code.

- e. The hardship is not self-imposed; and

- i. To address this criterion, the applicant states the hardship is not self-imposed and refers to his response to the following criterion.

**FINDINGS:** The applicant is requesting a variance to increase the fence height in order to provide additional security for the residents at the memory care facilities, and to prevent residents from trying to leave the properties. Staff finds that the need for the proposed variance is not the result of a practical difficulty created by the actions of the applicant and is not the result of a self-imposed hardship.

- f. The variance requested is the minimum variance, which would alleviate the hardship.

- i. To address this criterion, the applicant states:

*The hardship or tragedy, if you will, would be if one of our residents got over the fence and out onto Central causing them to get hurt or even worse yet killed. Increasing the fence height from 6' to 8' along the south and west property lines and from 4' to 6' along Central Ave will be the minimum variance req'd to provide additional security.*

**FINDING:** The new fences will be designed to look aesthetically pleasing on the property, yet provide the additional security for the residents of the memory care facilities. The applicant's request to increase the fence height by two feet will be the minimum variance needed to alleviate the hardship and allow the applicant to make reasonable economic use of the property.

### **ACTION ALTERNATIVES**

Based on the applicant's findings, the city staff report and the testimony and evidence provided during the public hearing, the Planning Commission can close the public hearing and move to either:

1. **Approve** the requested Variance on the subject 1.60 acre properties; or
2. **Approve with conditions** the requested Variance on the subject 1.60 acre properties; or
3. **Continue the public hearing** to a specified date and time, or to close the public hearing and to leave the record open to a specified date and time for submittal of additional evidence and rebuttal; or
4. **Deny** the requested Variance on the subject 1.60 acre properties on the grounds that the proposal does not satisfy the applicable approval criteria.

### **STAFF RECOMMENDATION**

City Staff recommends that the Planning Commission select Action Alternative #1 and **APPROVE** the requested variance to height standards, as outlined in the application, on the subject 1.60 acre properties.

17-S002\_Timber Town\_VarianceHeight\_PCstaff report.docx

# FOR YOUR INFORMATION

## LAND USE ACTIVITY WORKSHEETS

2017-03	2611 Greyfox Ct
2017-04	2092 Culver Loop
2017-05	815 Valley Vista
2017-07	1200 E. Central #125
2017-08	1448 Duke
2017-09	114 Azalea Ct
2017-10	411 S. Quentyn St
2017-11	642 Shore St






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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

<b>WORKSHEET NUMBER</b>  <b>2017-03</b>	<b>APPLICANT</b> <b>SIMPLICITY HOMES</b> <b>2464 SW GLACIER PLACE</b> <b>REDMOND OR 97756</b> <b>541-257-5088</b>	<b>OWNER</b> <b>JORDAN &amp; MELISSA KNEE</b> <b>3019 NW STEWART PKWY, STE 139</b> <b>ROSEBURG OR 97471</b> <b>541-680-6095</b>
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**SITE INFORMATION**

<b>SITE ADDRESS</b> <b>2611 GREYFOX</b>	<b>PROPERTY ID NO.</b> <b>R133721</b>	<b>M-TL</b> <b>25-05-13CD-08300</b>	<b>SIZE (ACRES)</b> <b>0.19</b>
<b>IMPROVEMENT</b> CONSTRUCT 2438 SQ FT SFD W/ ATTACHED GARAGE ON LOT 3 OF HORSMANN SUBDIVISION			
<b>EXISTING STRUCTURES (NUMBER AND TYPE)</b> VACANT		<b>DISTANCE OF BUILDING SITE FROM SURFACE WATER</b> >50 FEET	
<b>DIRECTIONS FROM CENTRAL AVENUE</b> WEST ON CENTRAL, LEFT ON DOVETAIL, LEFT ON WESTLAKE, LEFT ON GREYFOX			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>1/17/17</u>	

**PLANNING DEPARTMENT INFORMATION**

<b>ZONING</b> <b>R1</b>		<b>OVERLAYS</b> <b>None</b>		
<b>SETBACKS</b>				
<b>FRONT GARAGE</b> <b>20FT</b>	<b>FRONT PROPERTY LINE</b> <b>15FT</b>	<b>REAR</b> <b>10FT</b>	<b>SIDE</b> <b>5FT-1 STORY</b> <b>10FT -2STORY</b>	<b>EXT. SIDE</b> <b>10FT-1STORY</b> <b>15FT-2STORY</b>
<b>SIGN CODE</b> <b>N/A</b>	<b>SPECIAL SETBACK</b> <b>N/A</b>	<b>PARKING SPACES REQUIRED</b> <b>2</b>		
<b>BUILDING HEIGHT</b> <b>35FT</b>	<b>FLOOD PLAIN</b> <b>NO</b>	<b>FLOOR HEIGHT ABOVE GRADE</b> <b>N/A</b>		
<b>CONDITIONS OF APPROVAL:</b>		<b>REFER TO: Douglas County</b>		
<b>CONSTRUCT 2,438 SQ FT SFD W/ ATTACHED GARAGE ON LOT 3 OF HORSMANN SUBDIVISION; MUST MEET ZONE/SETBACK REQS.</b>				
<b>APPROVED BY</b> 		<b>DATE</b> <b>JANUARY 17, 2017</b>	<b>EXPIRATION DATE</b> <b>JANUARY 17, 2018</b>	
<b>FEES</b>	<b>25.00</b>	<b>RECEIPT #</b>		
<b>PUBLIC UTILITIES</b>	<b>CITY WATER</b> <b>YES</b>	<b>CITY SEWER</b> <b>YES</b>	<b>ACCESS PERMIT</b> <b>NO</b>	




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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2017-04</b>	APPLICANT <b>CHUCK CAYLOR JOSH RAY 1957 SUNSET LOOP DR ROSEBURG OR 97470 541-784-8350</b>	OWNER <b>CHUCK CAYLOR JOSH RAY 1957 SUNSET LOOP DR ROSEBURG OR 97470 541-784-8350</b>
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**SITE INFORMATION**

SITE ADDRESS <b>2092 CULVER LOOP</b>	TAX ACCOUNT NUMBER <b>R61364</b>	M-TL <b>25-06-13DA-6900</b>	SIZE (ACRES) <b>0.18</b>
IMPROVEMENT <b>CONSTRUCT 1,721 SQ FT SFD W/ ATTACHED 527 SQ FT GARAGE ON LOT 55 OF KNOLLS ESTATES PH 2.</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>VACANT</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>WEST ON CENTRAL, TURN RIGHT ON DOVETAIL, TURNS TO SCARDI BLVD, RIGHT ON CULVER TO 2092 CULVER LOOP.</b>			
As, for, or on behalf of, all property owners:  Applicant Signature:  Date: <u>1/18/17</u>			

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>RH</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT – 1 STORY 10FT – 2 STORY</b>	EXT. SIDE <b>20FT</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>2 SPACES</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>NA</b>		
CONDITIONS OF APPROVAL: <b>CONSTRUCT 1,721 SQ FT SFD W/ ATTACHED GARAGE ON LOT 55 OF KNOLLS ESTATES PHASE 2. MUST MEET CONDITIONS OF ATTACHED GEOTECH REPORT. MUST MEET ZONE/SETBACK REQ. LOT COVERAGE NOT TO EXCEED 35%.</b>				
APPROVED BY 		DATE <b>JANUARY 18, 2017</b>		EXPIRATION DATE <b>JANUARY 18, 2018</b>
 PUBLIC UTILITIES	CITY WATER <b>YES</b>	CITY SEWER <b>YES</b>	ACCESS PERMIT <b>NO</b>	






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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2017-06</b>	APPLICANT <b>PREMIER HOMES PO BOX 2449 ROSEBURG OR 97470 541-430-7218</b>	OWNER <b>DIANE IRVINE PO BOS 2449 ROSEBURG OR 97470</b>
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**SITE INFORMATION**

SITE ADDRESS <b>815 VALLEY VISTA</b>	PROPERTY ID NO. <b>R131996</b>	M-TL <b>25-05-21BA-04600</b>	SIZE (ACRES) <b>0.46</b>
IMPROVEMENT <b>CONSTRUCT 1562 SQ FT SFD W/ ATTACHED GARAGE ON LOT 12 OF COOPER CREEK ESTATES</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>VACANT</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>EAST ON CENTRAL, RIGHT ON WAITE, RIGHT ON FOREST HEIGHTS</b>			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <b>2/13/17</b>	

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>RH</b>	OVERLAYS <b>None</b>			
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT-1 STORY 7FT -2STORY</b>	EXT. SIDE <b>10FT-1STORY 15FT-2STORY</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>N/A</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
<b>CONSTRUCT 1562 SQ FT SFD W/ ATTACHED GARAGE ON LOT 12 OF COOPER CREEK ESTATES; MUST MEET ZONE/SETBACK REQS AND CONDITIONS OF THE ATTACHED GEOTECHNICAL REPORT.</b>				
APPROVED BY 	DATE <b>FEBRUARY 13, 2017</b>	EXPIRATION DATE <b>FEBRUARY 13, 2018</b>		
FEEES <b>PUBLIC UTILITES</b>	25.00 <b>CITY WATER YES</b>	RECEIPT # <b>CITY SEWER YES</b>	ACCESS PERMIT <b>NO</b>	




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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**MANUFACTURED**

WORKSHEET NUMBER  <b>2017-07</b>	APPLICANT <b>DODIE AGGERHOLM</b> <b>1200 E CENTRAL AVE #91</b> <b>SUTHERLIN OR 97479</b> <b>541-459-4646</b>	OWNER <b>ELSIE BELDT</b> <b>827 BLACK DIAMOND WAY</b> <b>STE A</b> <b>LODI CA 95242</b> <b>541-459-4646</b>
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**SITE INFORMATION**

SITE ADDRESS <b>1200 E CENTRAL AVE SP#125</b>	TAX ACCOUNT NUMBER <b>R42771</b>	M-TL <b>25-05-16CD-00100</b>	SIZE (ACRES) <b>23.71</b>
IMPROVEMENT <b>PLACE MH IN SPACE 125, WITHIN EXISTING MH PARK</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>MH PARK</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>APPROXIMATELY TWO MILES EAST ON CENTRAL FROM I-5 TO PROPERTY ON THE RIGHT.</b>			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: <b>2-14-17</b>			


**PLANNING DEPARTMENT INFORMATION**

ZONING  <b>R2</b>	OVERLAYS  <b>None</b>			
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT</b>	EXT. SIDE <b>10FT</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>2 SPACES</b>		
BUILDING HEIGHT <b>10FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>NA</b>		

CONDITIONS OF APPROVAL:

REFER TO:

**AUTHORIZED PLACEMENT OF MH IN SPACE 125 OF EXISTING MH PARK AT 1200 E CENTRAL AVE. MUST MEET ZONE/SETBACK REQS, INCLUDING SECTION 2.6.170 OF THE DEVELOPMENT CODE. MUST MEET THE UBC FOR MH PARKS.**

APPROVED BY 	DATE <b>FEBRUARY 14, 2017</b>	EXPIRATION DATE <b>FEBRUARY 14, 2018</b>	
FEES <b>PUBLIC UTILITES</b>	CITY WATER <b>NO</b>	RECEIPT <b>CITY SEWER NO</b>	ACCESS PERMIT <b>NO</b>





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# CITY OF SUTHERLIN PRE-APPLICATION WORKSHEET CONSTRUCTION

WORKSHEET NUMBER  <b>2017-08</b>	APPLICANT <b>DAVID THOMAS PO BOX 491 SUTHERLIN OR 97479 541-554-9819</b>	OWNER <b>DAVID THOMAS PO BOX 491 SUTHERLIN OR 97479 541-554-9819</b>
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## SITE INFORMATION

SITE ADDRESS 1448 DUKE AVE	PROPERTY ID NO. R22296	M-TL 25-05-19AC-05700	SIZE (ACRES) 0.26
IMPROVEMENT CONSTRUCT 30' X 30' GARAGE			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD, SHED		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL, RIGHT ON S. COMSTOCK, RIGHT ON DUKE.			

As, for, or on behalf of, all property owners:

Applicant Signature: SEE ATTACHED Date: \_\_\_\_\_

## PLANNING DEPARTMENT INFORMATION

ZONING <b>R2</b>	OVERLAYS <b>None</b>
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### SETBACKS

FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT-1 STORY 7FT -2STORY</b>	EXT. SIDE <b>10FT-1STORY 15FT-2STORY</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>N/A</b>		
BUILDING HEIGHT <b>20FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		

CONDITIONS OF APPROVAL:

REFER TO: **Douglas County**

**CONSTRUCT 30' X 30' GARAGE. MUST MEET ZONE/SETBACK REQS.**

APPROVED BY 	DATE <b>FEBRUARY 14, 2017</b>	EXPIRATION DATE <b>FEBRUARY 14, 2018</b>
FEE <b>PUBLIC UTILITIES</b>	\$25.00 <b>CITY WATER NO</b>	RECEIPT # <b>49448</b>
		ACCESS PERMIT <b>NO</b>




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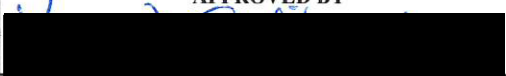
CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2017-09</b>	APPLICANT <b>RYAN FULLERTON 114 AZALEA CT SUTHERLIN OR 97479 541-733-1621</b>	OWNER <b>RYAN FULLERTON 114 AZALEA CT SUTHERLIN OR 97479 541-733-1621</b>
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**SITE INFORMATION**

SITE ADDRESS <b>114 AZALEA CT</b>	PROPERTY ID NO. <b>R59061</b>	M-TL <b>25-05-20AB-02100</b>	SIZE (ACRES) <b>0.15</b>
IMPROVEMENT <b>CONSTRUCT BATHROOM ADDITION ONTO EXISTING 1980 SFD</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>EXISTING 1980 SFD &amp; GARAGE</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>CENTRAL TO S. STATE TO AZALEA TO 114 AZALEA.</b>			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>2/22/17</u>	

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>R1</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT-1 STORY 7FT -2STORY</b>	EXT. SIDE <b>10FT-1STORY 15FT-2STORY</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>N/A</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
<b>CONSTRUCT BATHROOM ADDITION ONTO EXISTING 1980 SFD. MUST MEET ZONE/SETBACK REQS.</b>				
APPROVED BY 	DATE <b>FEBRUARY 22, 2017</b>	EXPIRATION DATE <b>FEBRUARY 22, 2018</b>		
FEES	0.00	RECEIPT #		
PUBLIC UTILITES	CITY WATER <b>NO</b>	CITY SEWER <b>NO</b>	ACCESS PERMIT <b>NO</b>	






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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2017-10</b>	APPLICANT <b>SAM &amp; GLADYS ROBINSON PO BOX 917 SUTHERLIN OR 97479 541-817-3468</b>	OWNER <b>SAM &amp; GLADYS ROBINSON PO BOX 917 SUTHERLIN OR 97479 541-817-3468</b>
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**SITE INFORMATION**

SITE ADDRESS <b>411 QUENTYN STREET</b>	PROPERTY ID NO. <b>R133962</b>	M-TL <b>25-05-19BD-04200</b>	SIZE (ACRES) <b>0.19</b>
IMPROVEMENT CONSTRUCT SFD (1646 SQ FT) W/ ATTACHED GARAGE ON LOT 1 OF MEGAN ESTATES SUBDIVISION			
EXISTING STRUCTURES (NUMBER AND TYPE) VACANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE WEST ON CENTRAL, LEFT ON PARKHILL LN, RIGHT ON W. DUKE, RIGHT ON QUENTYN (CORNER OF W. DUKE & QUENTON)			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>2/24/17</u>	

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>R-3</b>		OVERLAYS <b>None</b>		
SETBACKS				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT-1 STORY 7FT -2STORY</b>	EXT. SIDE <b>10FT-1STORY 15FT-2STORY</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>2 SPACES</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
CONSTRUCT (1646 SQ FT) W/ ATTACHED GARAGE ON LOT 1 OF MEGAN ESTATES SUBDIVISION. MUST MEET ZONE/SETBACK REQUIREMENTS.				
APPROVED BY 	DATE <b>FEBRUARY 24, 2017</b>	EXPIRATION DATE <b>FEBRUARY 24, 2018</b>		
FEE <b>PUBLIC UTILITIES</b>	<b>\$25.00</b> CITY WATER <b>YES</b>	RECEIPT # <b>47403 49478</b>	ACCESS PERMIT <b>NO</b>	




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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER <b>2017-11</b>	APPLICANT <b>CALVIN &amp; WILMA LANDAU 942 SHORE ST SUTHERLIN OR 97479 541-459-2156</b>	OWNER <b>CALVIN &amp; WILMA LANDAU 942 SHORE ST SUTHERLIN OR 97479 541-459-2156</b>
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**SITE INFORMATION**

SITE ADDRESS <b>942 SHORE ST</b>	PROPERTY ID NO. <b>R60118</b>	M-TL <b>25-05-21BA-00600</b>	SIZE (ACRES) <b>0.23</b>
IMPROVEMENT <b>CONVERT 1/2 OF GARAGE INTO LIVING QUARTERS</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>EXISTING MH &amp; GARAGE</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>CENTRAL TO WAITE TO SEA TO SHORE TO PROPERTY AT THE CORNER OF SEA &amp; SHORE.</b>			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <b>3-10-2017</b>	

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>R3</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT-1 STORY 7FT-2STORY</b>	EXT. SIDE <b>10FT-1STORY 15FT-2STORY</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>N/A</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
<b>CONVERT 1/2 OF EXISTING GARAGE INTO LIVING QUARTERS. REMAINDER HALF OF GARAGE MUST REMAIN GARAGE TO MEET THE STANDARDS OF SECTION 2.6.160 (MANUFACTURED HOMES ON INDIVIDUAL LOTS), REQUIRING GARAGE OR CAPPORT IN CONJUNCTION WITH MANUFACTURED HOME. MUST MEET ZONE/SETBACK REQS.</b>				
APPROVED BY 	DATE <b>MARCH 10, 2017</b>	EXPIRATION DATE <b>MARCH 10, 2018</b>		
FEES	<b>0.00</b>	RECEIPT #		
PUBLIC UTILITIES	CITY WATER <b>NO</b>	CITY SEWER <b>NO</b>	ACCESS PERMIT <b>NO</b>	